



UNIVERSITY of MARYLAND
FRANCIS KING CAREY
SCHOOL OF LAW



May 1, 2025

Dear Students,

The countdown begins! Ceremonies to mark the conclusion of your time in law school will begin with a **Champagne Toast on Tuesday, May 20 at 5:30 pm** and will conclude with the conferral of degrees at the **Maryland Carey Law Hooding Ceremony on Friday, May 23 at 11:30 am**. Additional celebratory events will take place in between. Please visit the law school's [graduation page](#) to access the complete schedule.

Below please find important information as you and your guests prepare to celebrate your special day.



"Your education is a dress rehearsal for a life that is yours to lead."

Dean Smith

Erica Smith, J.D., LL.M. (she/her/hers)
Associate Dean for Student Services
University of Maryland Francis King Carey School of Law



GRADUATION TASKS YOU MUST COMPLETE

After you finish finals, please focus on completing the following tasks:

Check Your Regalia

All graduates participating in the Hooding Ceremony must wear approved academic regalia. If you haven't done so already, please make sure that you received a gown, tassel, tam, and hood in your order.

Record Your Name

During the Hooding Ceremony, your name will be announced as it appears on your Application for Diploma when you walk onto the stage. In order to ensure that your name is pronounced correctly, please add an **audio recording of your name in Blackboard ASAP**. The recording may be up to 20 seconds long.

- Step 1: Log in to blackboard.umaryland.edu
- Step 2: Click **your name** from the left-hand menu.
- Step 3: Click the **Add pronunciation** link to record proper pronunciation of your name. You may also provide a phonetic spelling.

Institution Page

Tanya Thomas **2**

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Basic Information

Full Name	Tanya Thomas
Pronunciation	Add pronunciation 3
Email Address	tthomas@law.umaryland.edu
Pronouns	Add Pronouns
Student ID	22001101646695
Password	*

Additional Information

Gender	Add gender
Birthday	Add birthday
Education Level	Add education level
Website	Add website

Contact Information

System Settings

Language	System Default (English (UMB390069))
Privacy Settings	Only instructors can view my profile information
Global Notification Settings	Stream notifications Email notifications Push notifications

Step 1: Log in to blackboard.umaryland.edu
Step 2: Click on name on the left navigation menu
Step 3: Click on Add Pronunciation to record proper pronunciation of name or provide phonetic spelling

Law School Diploma

The name on your diploma will be your official name as it appears on university records. You can view this detail in your SURFS account. If you would like to request a name on your diploma that is different from what appears in University records, you can submit a [Request to Change Personal information](#). The deadline to request a change is **Friday, May 2**.

It is recommended that the diploma name match your official legal name, however, preferred name changes can be made. You can request a preferred first name/middle name [here](#). Enter your preferred first and/or middle name (last name will not be changed). Preferred name request can be made until the close of business on **Friday, May 2**.

Pick-Up Your Tickets for the Hooding Ceremony

Graduation tickets are available for pickup in the Office of Student Services (Suite 280) during the following dates and times for those who completed the graduation survey:

- Thursday, May 1 from 10:30 am to 3:30 pm
- Friday, May 2 from 9:00 am to 4:00 pm
- Monday, May 5 from 10:30 am to 3:30 pm
- Tuesday, May 6 from 9:00 am to 1:30 pm and 4:30 to 8:00 pm
- Wednesday, May 7 from 10:30 am to 5:00 pm
- Thursday, May 8 from 9:00 am to 5:00 pm
- Friday, May 9 from 9:00 am to 4:00 pm

When you arrive, please ask for Ms. Shari Christie and/or Ms. Marilyn Jones.

Please be advised that you will not be able to receive your tickets if there are any holds on your account. Please ensure that all outstanding obligations with the university are resolved before pickup.

If you have questions about Hooding Ceremony tickets, please reach out to [Ms. Marilyn Jones](#) and/or [Ms. Shari Christie](#).

Clean Out Your Locker and Remove Your Lock

Please make sure to clean out your locker and remove your lock on or before **Friday, May 23**. If your lock remains on your locker after Friday, May 23, it will be cut off and all contents inside will be discarded. We want to ensure that everyone has the opportunity to retrieve their belongings, prior to lockers being reassigned to the incoming class.

Accommodations for the Hooding Ceremony

If you or any of your guests require special seating or other accommodations, please contact [Ms. Marilyn Jones](#) in the Office of Student Services **ASAP**.

Complete Your Direct Loan Exit Counseling

Students who received federal Direct Loan funds while attending UMB must complete Direct Loan Exit Counseling on the Direct Loan website, [Exit Counseling](#) | [Federal Student Aid](#). It is required by law. It provides important information that you will need as you prepare to repay your federal student loans. This includes information on loan deferments, forbearances, and the loan repayment options that are available. During the Exit Counseling Session, you will review the terms and conditions that apply to your federal student loans.

Please be advised that your Law School Diploma will be held until you complete your Direct Loan Exit Counseling.

Clear all Financial Holds

If you have questions about a financial hold on your account, please reach out to Ms. Marilyn Jones, Student Financial Planning Manager, at mmjones@law.umaryland.edu.

Please be advised that your Law School Diploma will be held until you remove any financial holds.

Dual Degree Candidates

During the Hooding Ceremony, the graduation announcer will indicate that you are receiving an additional degree along with your law degree. Please send the following information to [Ms. Amanda Barnes](#):

- What additional degree will you be earning? (e.g., MBA, MPA, MPH)
- What school is granting the degree? (e.g., University of Maryland College Park, Smith School of Business; Johns Hopkins University, Bloomberg School of Public Health)
- Will you bring both the hood representing your law degree and the hood representing your additional degree to the law school's Hooding Ceremony? During the Hooding Ceremony, you have the option of presenting both hoods to the faculty members who will hood you. Please let us know if you plan to bring both or just the hood representing your law degree.



UPCOMING EVENTS

5 Tips for Bar Exam Success

Stressed about your upcoming bar exam? Have questions about what the bar exam experience will be like? Join AccessLex' team of licensed attorneys as they share some of their best tips, answer your questions, and help set you up for success.

- Register [here](#) for the session at 1:00 pm on **Thursday, May 1**
- Register [here](#) for the session at 5:00 pm on **Wednesday, May 21**

Both sessions will be held online.

The Road to Zero: A Strategic Approach to Student Loan Repayment

- ☐ **Date:** Thursday, May 29
- ☐ **Time:** 12:00 pm
- ☐ **Location:** Online

Choosing a repayment plan that fits your budget and payoff goals is the first step in student loan management. During this event, an Accredited Financial Counselor® from AccessLex Institute® will walk through the payment options available for federal student loans, including income-driven repayment, Public Service Loan Forgiveness, the benefits and drawbacks of consolidation, and more.

Registration

Navigating Recent Updates to Student Loan Repayment and Forgiveness

- ☐ **Date:** Thursday, June 5
- ☐ **Time:** 12:00 pm
- ☐ **Location:** Online

Are you struggling to keep up with the ever-changing landscape of student loan repayment and forgiveness programs? Join policy and financial experts from nonprofit AccessLex Institute® for this free, live webinar to navigate the latest policy updates and make informed decisions about your student loan management strategy.

Registration



CAREY FORWARD

Carey Forward: Gratitude For Graduates

It's not too late to share messages of gratitude to fellow graduates in the Carey Forward campaign. Please take this opportunity to honor fellow graduates with words of encouragement, stories of impact, and acts of kindness that made your time here so special. Your messages will be displayed and shared widely at the Champagne Toast in honor of the Class of 2025! Share your message [here](#) by **Friday, May 9**.



BAR ADMISSION UPDATES

Procedure for Disclosing Additional Character & Fitness Issues

If you need to supplement your law school application because you failed to disclose matters that should have been disclosed when you applied, OR if you need to disclose events that occurred after you submitted your application and/or after you enrolled, please follow the instructions [here](#).

Bar Certification

Every jurisdiction including Maryland, investigates the character and fitness to practice of applicants to the bar. The Law School receives, as part of your Character Committee's review, a form entitled the "Certification as to Law School Education" which certifies your attendance and specifically asks whether your student record "indicates any instances which may bear negatively on the applicant's moral character and fitness for the practice of law."

Bar Certifications, whether received from a jurisdiction's board of law examiners or from students themselves, are completed by the Office of Student Affairs in the order in which they are received. **Due to the high volume of these requests, please understand that there is sometimes a 2-4 week turnaround time.** While we endeavor to meet all reasonable requests, please realize that out of respect for the other petitioners, there is no such thing as "same day" or "walk in and wait" service.

Bar forms or requests for certification letters should be sent to MDBarCert@law.umaryland.edu. Be sure to include your full name, social security number, date of graduation, return address, due date for the document and a contact phone number or email address. If the jurisdiction requires a law school representative's name, you should list Mr. Steven Boggs, Director of Registration and Enrollment.

Information regarding bar preparation can be found [here](#). For any additional questions, please call (410) 706-5235.

D.C. Bar Character and Fitness Application Questions

Bar admission can be a challenging and stressful process, but the Lawyer Assistance Program is here to help you navigate it successfully. They are offering one-on-one consultations and gathering questions for the D.C. Court of Appeals Committee on Admissions (COA) to answer. Click [here](#) to submit your questions about C&F as it relates to mental health and/or addiction. Your submissions are confidential and will be anonymous when submitted to the COA.

Bar Admissions Reference Guide

Check out this [Quick Reference Guide](#) for popular UMB jurisdictions. If you have questions about this guide, please reach out to [Professor Yarbrough](#), Director of Bar Programs and Academic Achievement.



Law School Grad Budget Template

Graduates can now download the AccessLex [Law School Grad Budget Template](#)! This interactive worksheet is designed to help you organize your income, expenses, taxes, loan payments, and saving and investing goals. By filling out the information on each tab, you can gain a clear understanding of your financial situation and make informed decisions to achieve your financial goals. Whether you are graduating soon, just starting your legal career, or revisiting your plan, this tool will provide you with valuable insights and help you stay on track.



Final Grades

Grades are due from faculty for May graduates on **Wednesday, May 14**. Grades are processed in the order in which they are received. Once grades have been processed, students may access their final grades [here](#) using the "Course Evaluations & Grades" link. Students must submit an official evaluation (seen only by their professor and law school academic administrators) before they are able to see their grades. Students also have the option to submit an SBA evaluation (seen only by other students). After submitting an official evaluation, students will be able to see their grades for the semester as well as the class grade distribution. Grades will not be visible in SURFS, however, until **Tuesday, May 20**.

Latin Honors & Order of the Coif

Latin Honors (Summa and Magna Cum Laude) and Order of the Coif will be announced at the Law School's Awards Ceremony and included in the Law School's Hooding Ceremony program. Latin Honors (Cum Laude) will not be announced at the Law School's Awards Ceremony, it will only be included in the Law School's Hooding Ceremony program.

Official Transcripts and Final Class Ranks

Final class ranks will not be available until the week following the Hooding Ceremony.

Students can request an official transcript through [Parchment](#). Students can view or print their unofficial transcript on [SURFS](#). The Office of Registration and Enrollment can also print unofficial transcripts with a [Student Request Form submission](#).



Whom to Contact

Law School's [Office of Registration and Enrollment](#)

- Eligibility for Graduation

UMB's [Office of the Registrar](#)

- Graduation Application
- Name Changes/Updates

[Office of Student Affairs](#)

- General Graduation Inquiries

[Professor Micah Yarbrough](#)

- Bar Admission Inquiries

[Ms. Marilyn Jones](#) and [Ms. Shari Christie](#)

- Graduation Tickets

If there is something missing from the Weekly Student Services Newsletter that you would like to see added, [please let us know](#).



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